



## Courses Section

Selecting the **Courses** icon (default at sign in) displays each course taught by semester chosen

ENG265 - Contemporary Literature in Translation - 2015f-010-265-001 

Course Coordinator(s): <unassigned>  
Evaluator(s): Colin Dowd

Add Assessment		Find Assessment	
Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> ENG265 Default CSLO Assessment	ENG265 Default CSLO Assessment	  	



The *Roster* icon is in the heading for the course. When selected, this will display a list of all students enrolled in the section and optionally the aggregated Assessment History of the students enrolled in the section. If your institution is using the Student Engagement & ePortfolio module, this is where you can access student ePortfolios.

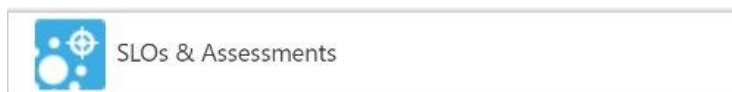
Below the header is the *assessment table*.

## Creating, Finding, and Scoring Assessments

Using the *Assessment Table*, *Faculty* can add their own assessments to their section, find assessments in the *Assessment Library*, and score planned assessments.

### Creating Assessments

To create an assessment for multiple sections, access the Assessment Library from the **SLOs & Assessments** tab, and the **Assessments** sub-tab.



Select **Add Assessment** at the top of the *Assessments* table, just below the **Filters** section.

Add Assessment

**Note:** When *Faculty* create assessments for the *Assessment Library*, *Coordinators* and *Data Stewards* can distribute the assessments to any other programs, courses/contexts, and sections that share the assessment SLOs. In this way eLumen promotes the circulation of high-quality assessments and the bottom-up development of assessments.

eLumen distinguishes the Assessment that the school is seeking versus the Activity that is given to students. Assessments created for the *Assessment Library* can indicate whether **Faculty to**

**specify activity name** and whether either each section will have a specific Activity specified.

***Example:** The Accounting Department Coordinator designs an Ethics assessment that measures student's knowledge and application of ethical accounting practices and requests that faculty specify their Activity. They plan the assessment to all business courses. The Faculty member teaching Individual Tax Law specifies the Activity will be a short essay test on the legality and morality of tax shelters whereas the Faculty member teaching Applied Business Principles and Practices specifies the activity will be presentations on the impact of unethical practices in business.*

To add an assessment for a single section, go to the **Courses** section.



Select **Add Assessment** under any course section to create an assessment for that section.



Assessments created for a section must define an *Assessment Name*, *Assessment Description*, *Assessment Type*, *Activity Name*, and *Activity Description*.

**Select the Assessment Type** - Assessment can be created as “Individual Student Scorecard & Rubric” or “Collective Student Score Entry.” Choose the appropriate type for the assessment being created, this cannot be changed once the assessment has been saved.

**Assessment Name and Description** – This is a name and description of the purpose of the assessment. Assessments should be broadly applicable such that over time and across sections, different faculty with different teaching styles can reuse the assessment and the associated rubric.

**Assessment Type** – The assessment type can be chosen from the drop down menu and is established by the institution. **Glendale College is using a default Met or Not Met rubric which has been set-up for you. Once you have completed the rubric you will be asked two reflection questions plus one optional question.**

**Formative Assessment** – All created assessments are presumed to be summative. Add a checkmark to this box if the assessment is formative, rather than summative.

**Note:** *Formative assessments are solely for student evaluation and instructor reflection and have no impact on institutional reporting.* **Currently, we are not using this box.**

### Select the Assessment Type

Individual Student Scorecard & Rubric

Collective Student Score Entry

### Define this Assessment

Assessment Name\*

Assessment Description\*

Assessment Type\*

Allow Faculty Annotations

[Add Reflections Template](#)

[Upload Evaluator Assessment Guide](#)

Activity Name\*

Activity Description\*

### Self-Assessment

Allow student self-assessments

### Define Assessment Outcome Type

Assessment Scale\*

Rubric Type\*

Number of criteria\*

[Link SLOs](#)

[Generate Rubric Template](#)